

Administration
Purposes for Which Money Was Used

Executive Director's Office

Activity or Service	Description	FY 2017 Expenditures
Executive Director	Provides executive management for the department, directing the overall strategy and operations of the department. Includes personnel costs, travel, and other miscellaneous expenses such as telecommunication charges.	363,700
Deputy Director	Provides executive management for the department, directing the overall strategy and operations of the department. The Administrative Support Division, Workforce Development Division, Utah State Office of Rehabilitation, Adjudication, and Workforce Research and Analysis are organizationally assigned to this deputy director.	255,300
Deputy Director	Provides executive management for the department, directing the overall strategy and operations of the department. The Eligibility Services Division, Office of Child Care, Refugee Services, Unemployment Insurance, Communications, Internal Audit, and Housing and Community Development Division are organizationally assigned to this deputy director.	266,800
		885,800

Communications

Activity or Service	Description	FY 2017 Expenditures
Personnel Services	Personnel costs associated with providing media relations, website management, and program publicity services for the department.	1,115,800
Travel	Includes in-state travel and out-of-state travel expenses.	4,300
Advertising, Photocopies, Printing, and Binding	Advertising, printing, binding, and photocopy expenses associated with producing various brochures, reports, posters, etc., and conducting the day-to-day business of the department.	91,100
Other Expense	Wireless and other telecommunication charges, other miscellaneous small equipment and supplies	52,000
		1,263,200

Human Resources

Activity or Service	Description	FY 2017 Expenditures
DHRM HR Services - ISF rates	Human Resources support to the department for recruitments, employee orientation, grievances, and other personnel-related activities. Services are provided by Department of Human Resource Management (DHRM) staff.	1,569,400
DHRM Payroll - ISF rates	Human Resources support to the department for payroll-related services. Services are provided by Department of Human Resource Management (DHRM) staff.	112,000
Attorney Fees	Human Resources support to the department for DHRM legal fees	41,200
		1,722,600

Administrative Support

Activity or Service	Description	FY 2017 Expenditures
Administrative support of the Department	The Administrative Support Division supports the department by providing functions such as operational accounting, budgeting, contract management, warehouse and mail services, fleet, facilities management, and information security.	6,585,100

Administrative Facilities	Building maintenance, security, parking structure, and bus passes	1,088,000
Insurance and Bonds	Annual insurance payment to Risk Management	533,600
		8,206,700

Internal Audit

Activity or Service	Description	FY 2017 Expenditures
Personnel Services	Personnel costs associated with performing financial and program audits for various programs across the department to objectively evaluate the effectiveness of agency risk management, internal controls, and efficiency of operations in accordance with International Standards for the Professional Practice of Internal Auditing. The Utah Internal Audit Act requires that DWS have an internal audit program.	555,300
Current Expense	Wireless and other telecommunication charges, employee training and development, other miscellaneous supplies	13,000
DP Expenses	Software maintenance and software expenses	4,000
		572,300